

Our Non-Catered event option is an effective way to cut down on costs for your event and offers DIYers the chance to be fully involved in the event planning process. While our list of [Approved Caterers](#) can serve a wide range of tastes and budgets and provide packages that include developing your floorplan and timeline, coordinating with your other vendors (ie. DJ, florist, photographer, etc.), onsite facility supervision, setup/breakdown of tables and chairs, and event clean-up, the Non-Catered option offers flexibility in allowing you to bring in your own food and still work with your other vendors as much or as little as desired.

When is the Non-Catered Option available?

- **Brazilian Room** – Available on Mondays, Wednesdays, and Thursdays prior to 7pm
- **Temescal Beach House, Fern Cottage, and Shoreline Center** – Available 7 days a week prior to 7pm

The Non-Catered Option is not available on major holidays, and an Approved Caterer will need to be hired. Please refer to the facility rate sheets for info on specific time blocks available and a list of major holidays that an Approved Caterer is required.

How much does the Non-Catered Option Cost?

- **Brazilian Room** – \$150 (must end, including clean-up, by or at 7pm)
- **Temescal Beach House, Fern Cottage, and Shoreline Center** – \$150 (must end, including clean-up, by or at 7pm)

The Non-Catered Fee is charged in addition to the facility fees and covers the cost of EBRPD staff who will unlock and lock up the facility for you at your reservation start/end times (or agreed upon time within). EBRPD staff does not stay on site during the event.

What is allowed under the Non-Catered Option?

- **Food & Beverage** – You have three options for food & beverage:
 - Your own prepared food (including potluck): You can prepare food at home or at the facility. The Brazilian Room and Shoreline Center have full catering kitchens. The Temescal Beach House has a prep kitchen (no stove and just a small convection oven). Fern Cottage has a residential kitchen.
 - Pick-up from an outside caterer or restaurant: You can order food for pick-up from an outside caterer or restaurant but must bring in the food yourself. Caterers who are not on our Approved List, restaurants, nor food delivery services are not allowed to deliver to the rental facilities. **Exception**: cakes and desserts can be delivered by bakeries to the facility, but otherwise, these vendors cannot provide catering services on site.
 - Drop-off by an Approved Caterer: You can also order food from one of our Approved Caterers to deliver to the rental facility. Since they are not providing staff to be on site to unlock, set up, provide service during the event, break down/clean-up, and lock-up the facility, the event will still be considered Non-Catered.

Food & Beverage related vendors such as bartenders, coffee/espresso stations, gelato carts, etc. are also not allowed under the Non-Catered option. Food trucks are not allowed at any rental facility at any time.

- **Staffing** – Staff from catering companies not on our Approved List nor other hired staff from party temp staffing agencies are not allowed. Tables and chairs must be set up and broken down by you and/or your volunteer helpers (ie. family/friends if a personal event or team members if a company event). Vendors such as event planners, event (equipment) rental companies, etc. are allowed to help set up and break down the EBRPD-provided tables and chairs for you, but ultimately, you, as the renter, are responsible for ensuring the facility and items are not damaged and everything is put back into place. Staff hired from an Approved Caterer are also allowed to work on site, but if they are not unlocking and locking up the rental facility and supervising the facility for the entire reservation time, the event will still be considered Non-Catered.

What am I responsible for under the Non-Catered Option?

- **Facility Orientation** – You will need to schedule a facility orientation with us for you and your group of helpers to take place 1-2 weeks before your event date (the appointment can be made when you are less than 30 days from the desired appointment date). At the orientation, EBRPD Rental Facilities staff will go over what you need to know about the rental facility and tables, chairs, and appliances available to you, where tables and chairs will need to be placed back, and the extent of the clean-up you will need to do and condition to leave the facility in to get your full cleaning and damage deposit back.
- **Provide Your Own Supplies** – You will need to provide your own supplies, such as linens, cups, plates, utensils, etc. or rent these items from event (equipment) rental vendors, who would need to deliver and pick up within your reservation times (or you can make offsite pick-up/drop-off arrangements). In order to keep in line with the park district's mission, we ask that you avoid single-use disposable items and use reusable, recyclable, and compostable items whenever possible.
- **Setup and Breakdown** – You and your helpers are responsible for setting up and breaking down EBRPD-provided tables and chairs according to the specifications for each rental facility. It typically takes 1-2 hours for setup and about 1 hour for breakdown, which you will need to cushion within your reservation time.
- **Clean-Up** – You are responsible for providing a basic clean-up of the facility, including removing all personal items, taking out trash and recyclables (dumpsters/bins are available at each facility), spot mopping any spills, sweeping floors for debris and crumbs, and wiping down counters and tables. Basic cleaning supplies are provided to help with this.
- **Temescal Beach House Parking Gate** – For Temescal Beach House events, you will also need to designate a helper to act as a gate monitor for the private event parking lot (15 parking spaces) as vendors/attendees arrive. The gate will be unlocked by EBRPD rental facilities staff but must remain shut to prevent members of the public from parking in the lot.